

## MINUTES

**MEETING OF:** LIBRARY BOARD OF TRUSTEES  
**DATE OF MEETING:** Wednesday, Jan. 20, 2016  
**PLACE OF MEETING:** Dove Library Boardroom  
1775 Dove Lane, Carlsbad CA 92011

---

Approved:  
2/17/16

### CALL TO ORDER:

Chair Hulsart called the meeting to order at 4:00 p.m.

### ROLL CALL:

**Present:** Trustees Benson, Bradley, Hinman, Hulsart, and Parsons.  
**Absent:** None

**Staff Present:** Heather Pizzuto, Library & Cultural Arts Director  
Suzanne Smithson, Deputy Library Director  
Diane Bednarski, Deputy Library Director  
Glynn Birdwell, Principal Librarian  
Debbie Jo McCool, Associate Analyst  
Keith Gemmell, Library Programs & Venues Coordinator  
Nancy Blake, Temporary Office Assistant

### APPROVAL OF MINUTES:

**ACTION:** The Board, by proper motion (Bradley/Parsons) approved the minutes of the Nov 18, 2015 meeting.

**ACTION:** The Board, by proper motion (Benson/Hinman) approved the minutes of the Dec. 16, 2015 meeting.

### MONTHLY LIBRARY REPORTS:

The Board received the November 2015 Monthly Library Reports with Trustee Benson congratulating the literacy program on the record 16 entries to the Writer to Writer Challenge. Trustee Bradley commented positively on staff cross training occurring at both the Library Learning Center and Dove Library.

### CAPITAL IMPROVEMENT PROGRAM PROJECTS UPDATE:

Library & Cultural Arts Director Heather Pizzuto presented a summary of the progress on the Cole project, noting that the same information would be presented to staff this week. At the Cole Library, interior work is in the final stages with the critical elevator inspection scheduled next week. Deputy Director Suzanne Smithson continued the presentation with a more detailed schedule on the final stages of construction and a tentative move-in timeline for the Cole Library. The Cole Library's grand reopening celebration event is being planned for Feb. 27 from

10:00 a.m. to 2:00 p.m. A soft opening is anticipated prior to the celebration, when the library is ready.

Deputy Director Diane Bednarski reviewed the milestones and activities related to the Dove Library project. Early February activities include the delivery and configuration of temporary office trailers for staff and the commencement of construction on the Schulman Auditorium. In late February, the Dove Library will close to the public for approximately one week so that a range of interim library services can be configured in the current Children's area while staff relocates to temporary offices, allowing the construction company to commence construction. Interim library services at Dove will launch in late February and continue through mid-April. The second phase of construction will require full closure of the facility. The intent is to have the Dove Library open before the launch of the Summer Reading Program in June. The Library Learning Center will continue to have extended hours during Dove Library construction. Communication and outreach efforts for the Dove project will mirror those deployed for the Cole project, including the use of print materials, banners, website, social media and the phone and email hotlines.

#### **FY 2016-17 BUDGET TIMELINE & POLICIES:**

Library & Cultural Arts Director Heather Pizzuto presented to the Board the FY 2016-17 budget policies and timelines. A city budget kickoff was held Jan. 13. This year part-time Administrative Professional Cheryl Gerhardt will be assisting in budget development with Associate Analyst Debbie Jo McCool while Sr. Analyst Steve Didier is serving full-time as project manager. Budget materials are due in March and will then be reviewed by Finance. Staff will bring the proposed budget information to the Library Board at the May meeting.

#### **EXTERIOR CLEARANCE AREAS AT LIBRARY FACILITIES:**

Director Pizzuto outlined the proposed interim exterior clearance areas for all City of Carlsbad Library locations that will be used to guide individuals who would like to engage in expressive activity and to accommodate traffic flow and provide adequate access to library programs and services for the community.

ACTION: The board, by proper motion (Benson/Parsons) received and approved the proposed policy on exterior clearance areas at library facilities

#### **APPOINTMENT OF REPRESENTATIVE FOR CITIZENS REVIEW COMMITTEE FOR COMMUNITY ACTIVITY GRANTS:**

Annually, the City of Carlsbad offers a funding opportunity to residents through Community Activity Grants (governed by the attached Council Policy 51). This year, \$10,000 is available in community funding. As in previous years an appointed citizen's committee will review and recommend funding allocations, including a member of the Library Board. The Library Board of Trustees nominates a representative for a two year assignment on the committee.

---

**ACTION:** The Board nominated and approved the 2-year appointment of Trustee Wendy Hinman as the Library Board of Trustee representative for the Citizens Review Committee for Community Activity Grants.

**DIRECTOR'S REPORT:**

Library & Cultural Arts Director Heather Pizzuto brought the Board up-to-date on the following items:

- Reference checks are being conducted for the Genealogy and Local History Division senior librarian position.
- Consultant Ruth Metz will assist with the department's staffing and succession planning initiative. She will visit in late January to meet with staff and learn about the change being experienced and how this will guide future staffing needs.
- Temporary office assistant Nancy Blake has tendered her resignation and her last day will be Jan. 28.
- The City Council approved the library's application for partial grant funding to purchase equipment required to participate in the CENIC high speed broadband service consortium.
- The library had a number of donations in December. Mr. Randy Ziglar donated \$2,500, Mr. Roger Nye donated \$2,500 and the Hesselman Family Trust donated \$1,500.
- Negotiations have commenced with a prospective coffee cart vendor to provide service at the Cole Library.
- Staff is now actively marketing the grant opportunities available in partnership with the California State Library to participate in the Career Online High School Program. Learners who successfully compete for the grant will complete their High School diploma online, with mentoring assistance. The Learning Center is also in the final stages of planning the new ESL program, anticipated to launch in early 2016.

**FOUNDATION REPORT:**

Representative Dr. Sandy Parsons updated the Board on the Foundation's election of officers for the upcoming year. Treasurer Gita Nassiri has tendered her resignation from that position while continuing to serve on the Board, and Frank Ruscetti has assumed the treasurer role. The Foundation discussed the calculation of funds available for distribution to the Library & Cultural Arts Department for fiscal year 2016-17 use.

**FRIENDS OF THE LIBRARY REPORT:**

Representative Hulsart reported that the Friends of the Library Holiday Boutique broke previous sales records and the Friends remain busy preparing for opening of the new bookstore at the Cole Library.

---

**NSDC GENEALOGICAL SOCIETY REPORT:**

Board Liaison Cindy Goodger shared recent and upcoming activities of the North San Diego County Genealogical Society.

**LIBRARY BOARD COMMENTS/ANNOUNCEMENTS:**

None

**PUBLIC COMMENTS:**

None

**ADJOURNMENT:**

By proper motion (Parsons/Hinman) and vote the meeting was adjourned at 4:58 p.m.

Respectfully submitted,



Nancy Blake  
Temporary Office Assistant